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**SENIOR MEDICAL OFFICER
FOUR (4) YEAR-FIXED TERM CONTRACT
MASIPHUMELELE; FISH HOEK**

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations exciting future.

The main purpose of the position is to support the Clinical Research Site Leader with clinical and research duties and to manage Medical Officers, Nurses, Pharmacy and Laboratory Leads.

Requirements:

(If you do not have the criteria listed below, please do not apply for this position)

- MBChB; with active HPCSA registration
- At least 3-5 years' experience in a Senior Medical Officer role
- At least 3-5 years' experience in a Lead/supervisory role within the clinical environment
- At least 2 years' experience in adolescent work or pediatrics
- Demonstrated clinical knowledge
- Knowledge of HIV prevention studies
- Valid Code 08 Drivers License with own vehicle
- Valid Good Clinical Practice (GCP) Certificate
- Strong Computer Literacy(Email, Microsoft Word, Excel, PowerPoint)
- Excellent Communication (verbal and written)
- Strong project management skills
- Strong administrative skills
- Excellent ability to build interpersonal relationships
- Strong client focus
- Ability to work in a team and independently
- Strong work ethic
- Detail oriented and capable of completing study documentation legibly and accurately
- Willing to work with COVID patients
- Willing to work flexible hours and weekends if required

Advantageous:

- MPH
- Diploma in HIV Management

Responsibilities:

Clinical interventions

- Provide support to the nurse run clinical service at the YC
- Clinically assess, examine, diagnose and manage the health of participants and clients

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka

www.desmondtutuhealthfoundation.org.za

- Complete prescriptions of pharmaceuticals appropriately.
- Monitor clinical examinations and procedures undertaken by study nurses when necessary.
- Interpret and act on laboratory results.
- Manage participants with Adverse Events or Expedited Adverse Events.
- Refer participants to other clinical or specialist care as required
- Liaise with Pharmacist on study products and site drugs

Protocol-specific procedures

- Ensure all research activities are performed according to SAHPRA guidelines, protocol, the Declaration of Helsinki, International Conference on Harmonisation (ICH), Good Clinical Practice Guidelines and other relevant legislation
- Oversee the recruitment, screening and enrolment of participants as per protocol-specific inclusion/exclusion requirements
- Assist with engagement with key stakeholders, including schools and CAB
- Ensure informed consent is obtained for all participants as per Standard Operating Procedures

Study Support and Safety of Participants

- Ensure all Adverse Events or Expedited Adverse Events are managed timeously and effectively as per Standard Operating Procedures (SOP) and protocol requirements.
- Coordinate responses to clinical queries from sponsors.
- Liaise with Study Coordinators and Data Team to identify problem areas, and implement corrective actions and training programmes.
- Assist with staff training in new and updated protocols.
- Assist PI and Coordinator with visits by sponsors and partners.

Supervision and management of staff

- Line manage Medical Officers, Research Nurses, Lead pharmacist and Lab Manager according to Foundation HR Personnel Performance System.
- Perform performance assessments of relevant staff and provide constructive feedback to staff.
- Communicate with and assist HR Department with regards to staff issues.
- Recruit and on board new staff as necessary

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, there is a **two-step process**:

1. Complete the questionnaire by clicking on the link:

[Senior Medical Officer Questionnaire](#)

2. Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 15 October 2021 and include Job reference: #DTHF/C061. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu Health Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu Health Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhealthfoundation.org.za